

## **AMENDATORY SECTION:**

**WAC 230-40-895 Key control--House-banking.** All activities related to the operation of house-banked card games shall be closely monitored and controlled. The following restrictions and operating procedures shall apply for control of card room keys to restrict access to areas by unauthorized card room employees.

### **Specifications.**

(1) Each licensee shall install and maintain key control boxes that meet at least the specifications set forth below:

(a) Constructed of metal with a minimum of one keylock mechanism: Provided, That coded key boxes or combination key boxes are permitted;

(b) Be attached to a permanent structure without visibility of hardware used to attach the key box;

(c) Be tamper proof;

(d) Have keys stored therein to be easily identifiable, labeled, and displayed individually in numeric or alphabetic order; and

(e) The physical location of key control boxes may be determined by each licensee. The location shall not permit an individual to gain access to a restricted area that he/she would otherwise not be allowed to enter. If key boxes are located in areas where unauthorized individuals have access, that person may only have custody of the key and open the key box in the presence of the key custodian; or while under camera coverage.

### **Access.**

(2) Individual key control boxes shall be maintained by at least four departments including gaming operations, accounting, security, and surveillance. Access to key control boxes shall be limited to the licensed card room employee(s) responsible for overall supervision or management of the operation for which the box is maintained. Keys shall be controlled in the following manner:

#### *Gaming operations department.*

(a) Keys included in the key control box maintained by the gaming operations department shall include:

(i) Key to each pit podium;

(ii) Key(s) to drawers and other locking cabinets located in each pit podium;

(iii) Key to remove the clear plastic cover from the container used to store gaming chips and secured to the gaming tables;

(iv) Key to the second lock on the enclosed storage cabinet or trolley used to store or transport all drop boxes removed from the gaming tables;

(v) Key to all upper tier and lower tier jackpot payout boxes included with authorized card games;

(vi) Key to all electrical control boxes used to maintain authorized card games; and

(vii) Other keys included in the licensee's internal controls and approved by commission staff.

#### *Security department.*

(b) Keys included in the key control box maintained by security shall include:

- (i) Key to the lock used to secure the count room door;
- (ii) Key utilized to unlock and reset the drop boxes from the gaming tables;
- (iii) Key to the first lock on the enclosed storage cabinet or trolley used to store or transport all drop boxes removed from the gaming tables to the count room;
- (iv) Key to the storage cabinet(s) or other secure facility used to store the card inventory including decks which have not been placed into play and decks removed from play and waiting to be destroyed;
- (v) Key to main entry or access door of the card room; and
- (vi) Other keys included in the licensee's internal controls and approved by commission staff.

*Accounting department.*

(c) Keys included in the key control box maintained by the accounting department shall include:

- (i) Key to the lock securing the contents of the drop boxes;
- (ii) Key to the rear of the locked dispenser used to store the triplicate of the fill/credit slips in a continuous, unbroken form;
- (iii) Key to the door to the cashier's cage;
- (iv) Key to reset the lock to the drop boxes;
- (v) Keys included in the licensee's internal controls and approved by commission staff;
- (vi) Keys maintained by the cashier's cage including:
  - (A) Key(s) to each cashier's window drawer;
  - (B) Key to the chip drawer or fill bank;
  - (C) Key to the vault or safe;
  - (D) Key to the door to the cashier's cage;
  - (E) Key to the front of the locked dispenser used to store the triplicate of the fill/credit slips in continuous, unbroken form;
- (F) Other keys included in the licensee's internal controls and approved by commission staff; and
- (G) Key(s) to the dealer tip boxes.

*Surveillance department.*

- (d) Keys included in the key control box maintained by surveillance shall include:
  - (i) Key to the room used for clandestine surveillance; and
  - (ii) Key to the storage cabinet(s) or locker(s) used to maintain ((~~tapes~~)) surveillance recordings of evidentiary value or ((~~tapes~~)) recordings documenting details of jackpot payouts.

*Owner/CEO master key box.*

- (e) A master key control box may be maintained with access strictly limited to the owner(s) or chief operating officer responsible for exercising the overall management or authority over all the operations of the card room and may include:
  - (i) All spare or extra keys for the areas noted above.
  - (ii) Other keys included in the licensee's internal controls and approved by commission staff.

**Control log.**

(3) Each licensee shall maintain for each key control box, a key control log used to record the issuance of and return of all keys used to control the restricted access areas by card room employees identified. The key control log shall be maintained in the format prescribed by the commission.

**Keys to key control box.**

(4) Keys to secure the contents of each key control box required above shall be strictly controlled as follows.

(a) There shall be one key for each key control box which shall be controlled by the manager of the department for which the key control box is designated. This key shall be distributed to the manager or supervisor in charge and maintained in their possession when gaming is being conducted.

(b) Keys to each key control box will be maintained in a secure manner as approved by commission staff and documented in the licensee's written internal controls.

(c) All spare or duplicate keys to the key control boxes identified above will be maintained in the master key control box and be controlled by the owner(s).

**Electronic key control systems.**

(5) Licensees may utilize electronic key control systems, if reviewed and approved in writing by the director or the director's designee.

**Extra key control box - emergencies only.**

(6) For emergency situations, licensees may maintain an additional key control box which can be accessed on a limited basis to protect the safety of employees. The key control boxes which meet this requirement shall be preapproved by commission staff.